

## Helpful Hint

### INSTALLING A PLOTTER DRIVER FOR MAKING LARGE FORMAT DOCUMENTS

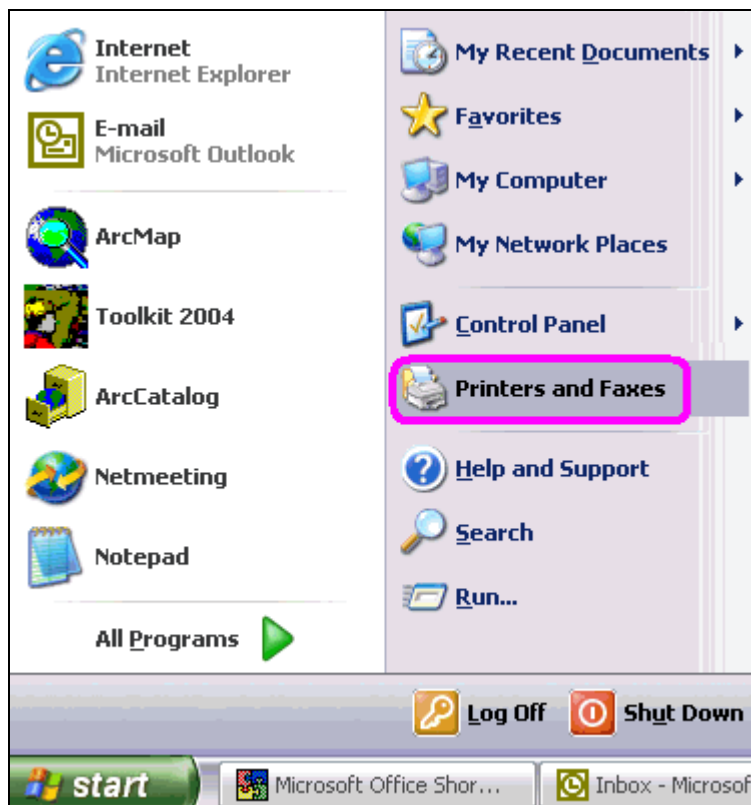
|                            |  |
|----------------------------|--|
| <b>Applies to Version:</b> | Windows XP   |
| <b>Submitted by:</b>       | Geotechnology Team<br>Washington State Office<br>Spokane, Washington |
| <b>Helpful Hint Date:</b>  | 08/04/2005   |

#### Purpose

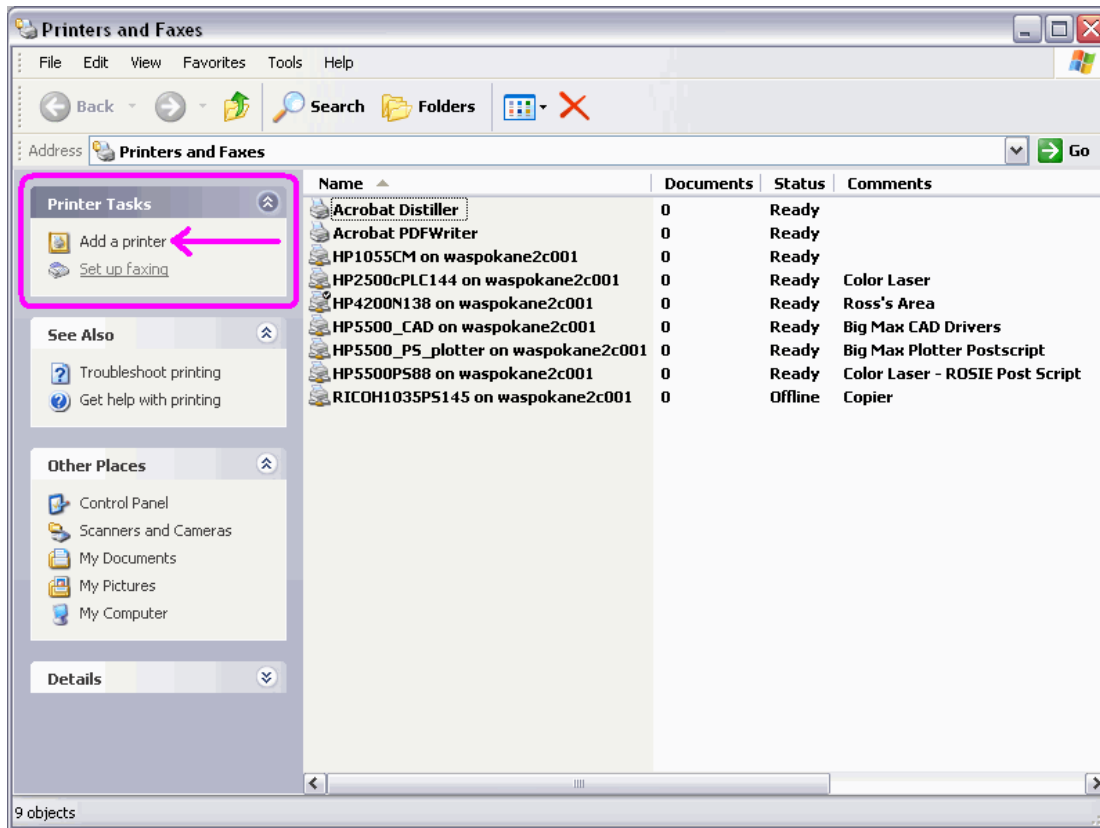
You may need to produce a large map, poster or sign to assist in planning, for public meetings, or because the area you are mapping is large enough that you can't see enough detail on an 11x17 page size. When you make a map or poster you should specify how big the final printed size layout will be prior to actually creating the layout. Below is a process that will show you how to add a large format plotter to your printers list so you can set up a large page size in ArcMap, ArcView or for other programs such as Word or PowerPoint. A separate Helpful Hint will show you how to produce the large format layout, export it to an electronic file, and send the file for printing at an office with a plotter.

#### Instructions

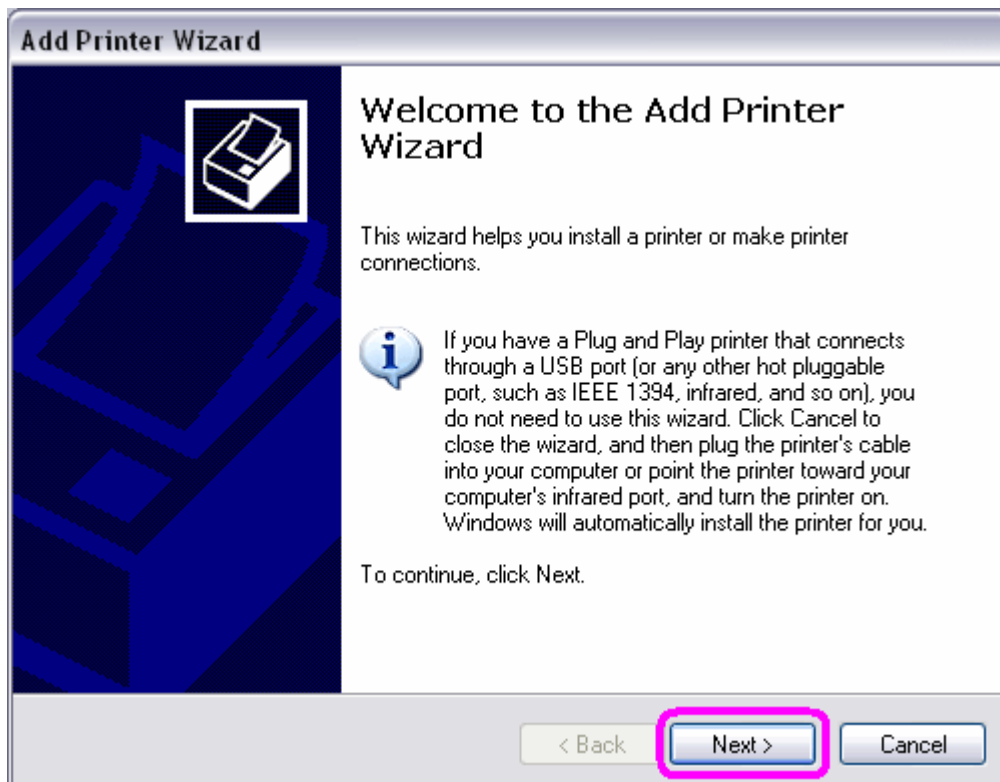
To add a plotter to your printers list click on the **Start** menu and select **Printers and Faxes**:



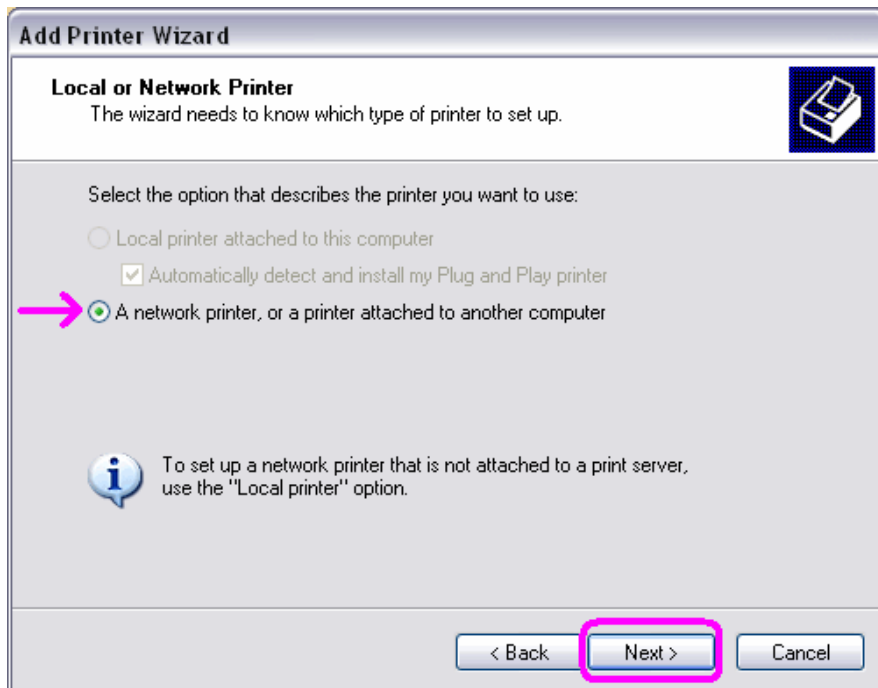
In the **Printers and Faxes** window click on **Add Printer**:



Then click **Next**:



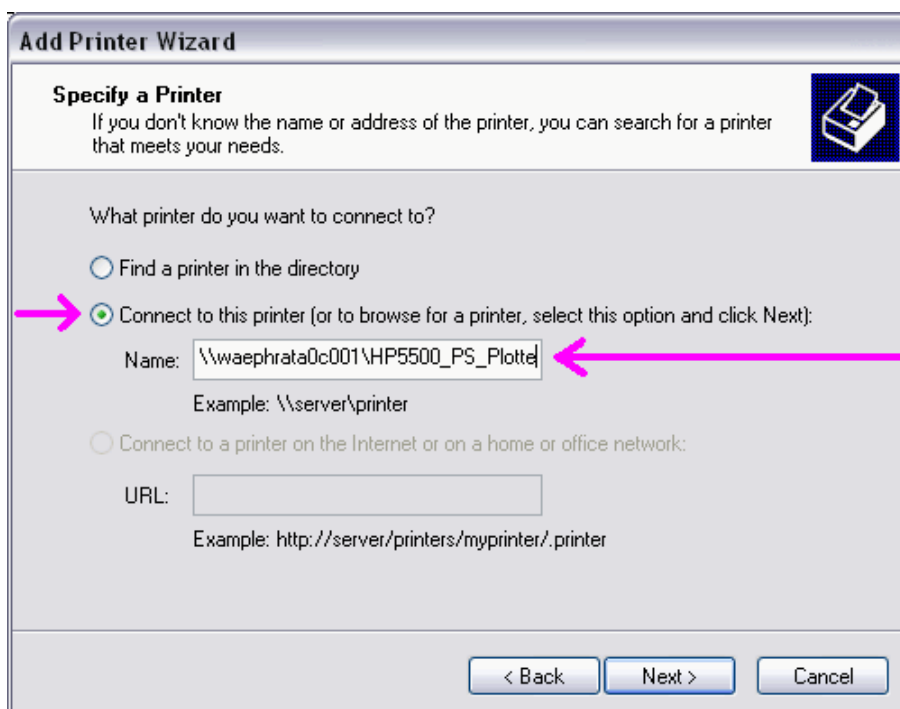
Make sure you select '**A network printer, or a printer attached to another computer**', then click **Next**:



Select the '**Connect to this printer**' option and in the **Name** window type the full path name of one of the large format plotters (as shown below). Your choices are:

Mount Vernon Service Center  
Olympia – West Area Office  
Chehalis Service Center  
Okanogan Service Center  
Ephrata – Area Office  
Zillah Service Center  
Colville Service Center  
Walla Walla Service Center  
Spokane Service Center  
State Office

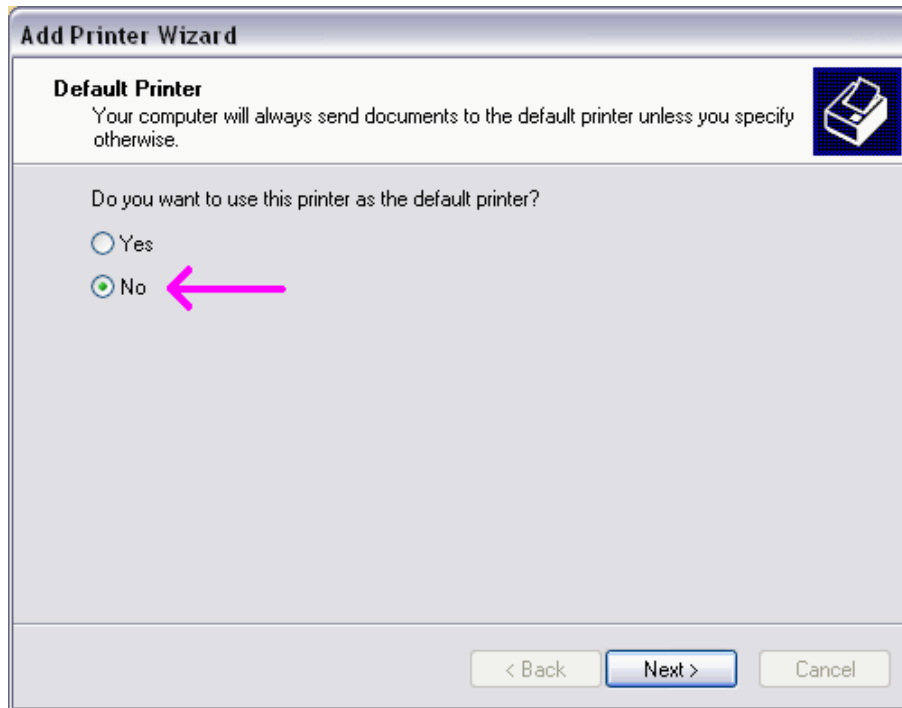
\\wamtvernonc001\HP5500\_PS\_Plotter  
\\waolympia0c001\HP5500\_PS\_Plotter  
\\wachehalisc001\HP5500\_PS\_Plotter  
\\waokanoganc001\HP5500\_PS\_Plotter  
\\waephrata0c001\HP5500\_PS\_Plotter  
\\wazillah00c001\HP5500\_PS\_Plotter  
\\wacolvillec001\HP5500\_PS\_Plotter  
\\wawallawalc001\HP5500\_PS\_Plotter  
\\waspokane0c001\HP5500\_PS\_Plotter  
\\waspokane2c001\HP5500\_PS\_Plotter



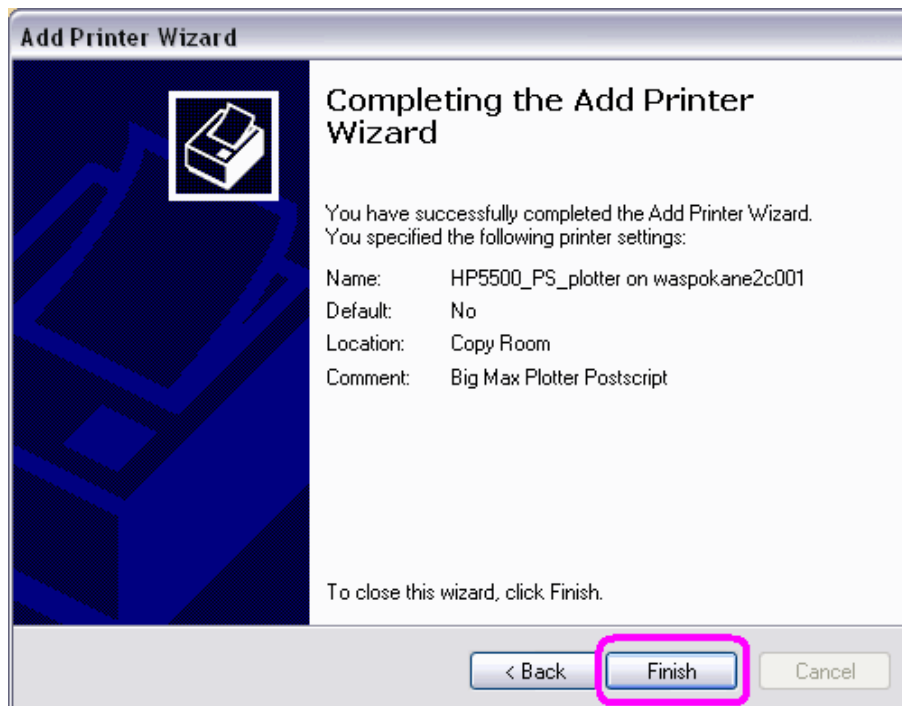
Make sure you enter the full name of the printer as shown above on the right. (Or type \\waservername\ and click to the right of the \ to select from a list of all available printers.)

Then click **Next**

Select **No** for the default printer question, then click **Next**:



Click **Finish**. The process of adding the plotter may take a few minutes to complete after you click on finish. When done, you will have the plotter in your list of Printers.



**DO NOT try to actually print to this plotter over the internet!** This plotter driver is only intended for use in setting up a custom large format layout in programs such as ArcGIS, Word or PowerPoint. After creating your large format map or document a digital file can be made (such as a PDF) and that file can be sent to an office with a plotter for printing. Since some plot files can be very large, attempting to plot directly to a remote office plotter could take several hours to complete, would negatively impact network performance, and would keep the plotter from being used by others until the print job has been completed.